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ABSTRACT

Britain's National Vocational Qualifications (NVQs) are work qualifications that measure what an employee or potential employee can do as well as how much he or she knows and understands about a particular job. Used as written proof of usable workplace skills that can be put to profitable use by an employer, NVQs range from basic Level 1, for everyday routine tasks, up to Level 5 professional skills, providing a way to develop skills and build a career ladder that benefits both employer and employee. This packet contains NVQ competency lists for child care and education, levels 2 and 3. Skills covered include the following: working with babies, working in a community-run preschool group, work in other preschool groups, work in support of others, family day care, group care and education, and preschool provision.. (KC)

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ED 389 839

Child Care & Education, Level 2 and Level 3
2nd Edition
National Vocational Qualifications

Business and Technology Education Council
London, England

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
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NVQs

– better qualifications for better jobs

NATIONAL VOCATIONAL QUALIFICATIONS

Child Care & Education

LEVEL 2

3

NVQs – better qualifications for work

NVQs are the work qualifications that employers have always been asking for, because NVQs measure what you can do, as well as how much you know and understand about the job you do.

Practical, work-based qualifications

An NVQ is the ideal qualification for people who intend to work, or already work, in a particular industry, service or business. On-the-job training is more relevant than book-learning, so the ability to run an organisation or repair a motor vehicle is what counts, rather than having GCSEs.

For every industry and business

NVQs are already available for most kinds of work (and the range is constantly being added to, in order to meet new employment needs).

NVQs are written proof of usable workplace skills which can be put to profitable use by an employer straight away. They range from basic Level 1, for everyday routine tasks, up to Level 5 professional skills – so there's a way to develop skills and build a career ladder that benefits both employer and employee.

For every kind of person

There is training for NVQs, but there's no laid-down course of study: someone – anyone of any age, provided they're over 16 – who can prove the ability to do the job, with the required degree of skill, is entitled to be assessed for an NVQ.

An NVQ is recognition and certification of someone's ability to perform specific tasks. It may involve study to reach the appropriate level. On the other hand, some candidates or employees may already possess the necessary skills – acquiring an NVQ certificate can be valuable recognition of those skills, especially in areas where previously no formal qualification existed.

NVQs
Child Care & Education
Level 2

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The following units are common to and form part of all the NVQs in this booklet

Care for children's physical needs

Provide food and drinks for children

Contribute to children's personal hygiene

Respond to illness in a child

Provide opportunities for children to rest or sleep

Provide opportunities for children's exercise

Support children's social and emotional development

Help children to relate to others

Help children to develop self-reliance and self-esteem

Help children to recognise and deal with their feelings

Prepare children for moving on to new settings

Help children to adjust to the care/education setting

Contribute to the management of children's behaviour

Contribute to a framework for children's behaviour

Promote positive aspects of children's behaviour

Manage unwanted aspects of children's behaviour

Set out and clear away play activities

Set out natural and other materials for creative play

Set up physical play activities with large equipment

Provide opportunities and materials to stimulate role play

Set out equipment for manipulative play

Set out a selection of books to interest children

Clear away activities and store equipment

Work with young children

Participate with children in a singing/music session

Tell/read a story to children

Set out objects of interest and examine them with children

Assist children with a cooking activity

Play a game with children

Participate in a talking and listening activity with children

Support children's involvement in activities

Maintain a child oriented environment

Maintain the physical environment for young children

Maintain an attractive and stimulating environment for young children

Maintain a reassuring environment for children

Maintain the safety of children

Maintain a safe environment for children

Maintain supervision of children

Carry out emergency procedures

Cope with accidents or injuries to children

Help keep children safe from abuse

Ensure children's safety on outings

Establish and maintain relationships with parents of young children

Develop relationships with parents of young children

Implement settling-in arrangements with parents

Exchange information with parents about their children

Share the care and management of children with their parents

Work with Babies NVQ Level 2

Includes the 8 units common to all Child Care & Education NVQs at Level 2 (listed at the beginning of this booklet) and:

Feed babies

Sterilise feeding equipment

Make up formula feeds for babies

Bottle feed a baby

Spoon feed a baby

Care for babies

Give a baby a bath

Change nappies and dress a baby

Stimulate babies to encourage their development

Clean and maintain clothing and nursery equipment

Work in a Community-Run Pre-School Group NVQ Level 2

Includes the 8 units common to all Child Care & Education NVQs at Level 2 (listed at the beginning of this booklet) and:

Work with parents in a group for young children

Explain operation of group to parents

Help parents to participate in the functions of the group

Encourage parents to participate in activities with children

Work with/to a management committee

Report to a management committee

Prepare plans for the management committee

Carry out instructions/policy of the management committee

Work in a Pre-School Group NVQ Level 2

Includes the 8 units common to all Child Care & Education NVQs at Level 2 (listed at the beginning of this booklet) and:

Work with parents in a group for young children

Explain operation of group to parents

Help parents to participate in the functions of the group

Encourage parents to participate in activities with children

Carry out the administration of the provision for a care/education setting

Receive and disburse monies

Implement admissions procedures

Maintain records of information

Operate budgets

Operate systems for the supply of materials and equipment

Work in Support of Others NVQ Level 2

Includes the 8 units common to all Child Care & Education NVQs at Level 2 (listed at the beginning of this booklet) and:

Give administrative and technical support on request

Set up technical equipment for use

Prepare copies of papers

Prepare sets of materials

Monitor stock levels

Work under the direction of others

Carry out work allocated

Give feedback on work carried out

Relate to colleagues in the work setting

BTEC – builds better qualifications for work

BTEC is the Business & Technology Education Council, an independent body which awards National Vocational Qualifications (NVQs).

BTEC authorises centres to carry out NVQ training and assessment. It also appoints external verifiers who check that trainees' work meets NVQ standards.

BTEC itself does not do NVQ training. But it constantly monitors the providers and assessors to ensure that NVQ trainees develop the necessary skills to the standards required by industry.

Your next step

Please see your training officer or personnel department, talk to the local careers advisory service, or contact colleges in your area. Your Training and Enterprise Council may also be able to help.

The standards for these NVQs are published on behalf of the occupational standards council for health and social care by:

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NVQs

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NATIONAL VOCATIONAL QUALIFICATIONS

Child Care & Education

LEVEL 3

11

NVQs – better qualifications for work

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Practical, work-based qualifications

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NVQs
Child Care & Education
Level 3

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The following units are common to and form part of all the NVQs in this booklet

Care for children's physical needs

Provide food and drinks for children

Contribute to children's personal hygiene

Respond to illness in a child

Provide opportunities for children to rest or sleep

Provide opportunities for children's exercise

Promote the physical development of young children

Help children to develop confidence in movement

Help children to develop skills of locomotion and balance

Help children to develop gross manipulative skills

Help children to develop fine manipulative skills

Promote children's social and emotional development

Help children to relate to others

Help children to develop self-reliance and self-esteem

Help children to recognise and deal with their feelings

Prepare children for moving on to new settings

Help children to adjust to the care/education setting

Help children develop a positive self-image and identity

Provide for the management of children's behaviour

Contribute to a framework for children's behaviour

Promote positive aspects of children's behaviour

Manage unwanted aspects of children's behaviour

Respond to persistent problem behaviour

Promote children's sensory and intellectual development

Help children to develop their attention span and memory

Help children to develop awareness and understanding of sensory experiences

Help children understand basic concepts

Help children to express their imagination and creativity

Promote the development of children's language and communication skills

Identify the language and communication abilities of an individual child

Facilitate communication with a child

Extend and reinforce children's communication skills

Promote children's communication skills in a group

Help children to represent their experience

Share books, stories and rhymes with children

Contribute to the protection of children from abuse

Identify signs and symptoms of possible abuse

Respond to child's disclosure of abuse or neglect

Provide information to other professionals about child abuse

Care for a child who may have been abused

Help children to protect themselves from abuse

Observe and assess the development and behaviour of children

Carry out observations of a child's behaviour

Observe a child's performance on specified tasks and activities

Utilise the results of observations

Maintain a child oriented environment

Maintain the physical environment for young children

Maintain an attractive and stimulating environment for young children

Maintain a reassuring environment for children

Maintain the safety of children

Maintain a safe environment for children

Maintain supervision of children

Carry out emergency procedures

Cope with accidents or injuries to children

Help keep children safe from abuse

Ensure children's safety on outings

Establish and maintain relationships with parents of young children

Develop relationships with parents of young children

Implement settling-in arrangements with parents

Exchange information with parents about their children

Share the care and management of children with their parents

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Family Day Care NVQ Level 3

Includes the 11 units common to all Child Care & Education NVQs at Level 3 (listed at the beginning of this booklet) and:

Care for and promote the development of babies

Fulfil the nutritional needs of babies

Manage the physical care of babies

Promote the physical growth and development of babies

Provide stimulation to foster the development of babies

Promote the language development of babies

Establish and maintain arrangements with parents for the provision of the child care service

Identify a family's requirement for the child care service

Negotiate arrangements for the provision of child care

Establish and maintain written agreements with parents

Establish and maintain exchange of information with parents about the care of their children

Carry out the administration of the provision for a care/education setting

Receive and disburse monies

Implement admissions procedures

Maintain records of information

Operate budgets

Operate systems for the supply of materials and equipment

Plan, implement and evaluate routines for young children

Plan routines for young children

Implement routines planned for young children

Evaluate routines planned for young children

Group Care & Education NVQ Level 3

Includes the 11 units common to all Child Care & Education NVQs at Level 3 (listed at the beginning of this booklet) and:

Care for and promote the development of babies

Fulfil the nutritional needs of babies

Manage the physical care of babies

Promote the physical growth and development of babies

Provide stimulation to foster the development of babies

Promote the language development of babies

Work with colleagues in a team

Contribute to the work of the team

Contribute to team meetings

Contribute to the development of good practice of the team

Contribute to support for colleagues

Respond to conflict in the team

Plan, implement and evaluate activities and experiences to promote children's learning and development

Plan activities and experiences to facilitate children s learning and development

Implement activities and experiences planned for children

Evaluate activities and experiences planned for children

Plan, implement and evaluate routines for young children

Plan routines for young children

Implement routines planned for young children

Evaluate routines planned for young children

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Pre-School Provision NVQ Level 3

Includes the 11 units common to all Child Care & Education NVQs at Level 3 (listed at the beginning of this booklet) and:

Involve parents in play and other learning activities with young children

Share information with parents about adults' involvement in children's activities

Encourage parents to become involved in children's activities

Provide feedback to parents about their involvement in children's activities

Involve parents in a group for young children

Inform parents about the group

Encourage parents to attend the group

Establish and maintain relationships with parents in the group

Encourage parents to participate in the group

Work with colleagues in a team

Contribute to the work of the team

Contribute to team meetings

Contribute to the development of good practice of the team

Contribute to support for colleagues

Respond to conflict in the team

Plan, implement and evaluate activities and experiences to promote children's learning and development

Plan activities and experiences to facilitate children's learning and development

Implement activities and experiences planned for children

Evaluate activities and experiences planned for children

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